



# VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

## JOB OPPORTUNITY

**ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)  
INFORMATION SYSTEMS SECTION  
PERMANENT/FULL-TIME  
\$4,316.00 - 5,247.00**

### **POSITION SUMMARY:**

Under the general supervision of the Senior Programmer Analyst Supervisor, the incumbent will serve as a member of the Applications Support Unit. The Associate Programmer Analyst (APA) typically serves as a member of a project team or works independently to maintain existing applications, or develop new applications that support the business needs of the Victim Compensation and Government Claims Board (Board). Assignments include enhancing applications system features including on-line programs, downloading of data to the user's personal computers, and enhancing the system's reporting capabilities. The position may be used to develop or enhance applications that support any Board entity. This can include participating on a team effort for large information system projects, primary support position for information systems and participating on teams in exploring and applying new technology to solve new requests or increase the efficiency of existing systems.

### **DESIRED QUALIFICATIONS (The applicant should possess the ability to):**

- Plan, design and manage large complex systems and databases;
- Develop program specifications code and test program, write procedures and control operations;
- Develop system test plans and coordinate implementation of the new system;
- Independently analyze results and solve a wide array of business problems;
- Use personal judgment and take initiative to research and develop new methods, criteria or policies;
- Effectively communicate, both orally and in writing, with all levels of Board staff;
- Work under pressure to meet deadlines;
- Strong technical skills in systems design, O-O methods, VB.net, C#.net, Visual Studio, SQL Server, & Crystal Reports;
- View technical situations and describe appropriately;
- Apply IT concepts, practices, methods, and principles;
- Keep up with, understand, consider, and incorporate IT industry trends and standards;
- Evaluate alternatives and recommend solutions;
- Work effectively with others and as a team leader/member;
- Work overtime, when required.

**WHO MAY APPLY:** Applicants should be State employees who are currently in the classification being advertised, eligible for lateral transfer to this classification, or on a current eligible list for appointment to this classification. Applications will be screened and only those that best meet the requirements of the job will be considered. *Appointment is subject to the provisions of SROA. Surplus or SROA candidates, please include a copy of your Surplus letter along with your application/resume.*

### **SUBMIT APPLICATION & RESUME TO:**

Victim Compensation and Government Claims Board  
Human Resources Section  
Attn: Robin Jones  
P.O. Box 48  
Sacramento, CA 95812-0048  
(916) 324-3252  
rjones1@voc.ca.gov

**FINAL FILING DATE:**

**UNTIL FILLED**

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. **\*\*POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES. \*\***

California Relay Service: Voice line: 1-800-735-2922  
TDD User: 1-800-735-2929

Position #: 040-412-1579-003